Woodsboro Elementary

Purchase Request Form

704 Locke Street, P.O. Box 770
Woodsboro, Texas 78393
Telephone: (361) 543-4521
Fax: (361(543-5140

(Request for Funds)

Vendor Name & Address:	**Special Instructions:**
Vendor Telephone Number:	
Vendor Fax Number:	
Requested By:	**Date:**

Quantity	Item Number	Description	Discount	Unit Price	Total

Principal Approval:

Superintendent Approval:

**** Return to Campus Secretary ****

Subtotal:	
Shipping & Handling:	
Miscellaneous:	
Balance Due:	

Budget Codes															Amount
															$
															$
															$
															$